



TE AWAMUTU COLLEGE

POLICY STATEMENT ON SCHOOL CONTRACTS



Rationale

Clear, established guidelines provides the level of authorisation and accountability for school contracts and expenditure incurred.

Purposes

1. To secure the best deal in terms of cost and quality of workmanship, spreading the available finance for the greatest benefit of the school.
2. To comply with the Health and Safety at Work Act 2015 by addressing those areas of the school identified as significant hazards or potential significant hazards.
3. To maintain a high standard of environment inside and outside the classroom.

Guidelines

1. All contracts let by the Board will be approved according to the following schedule:
 - Board of Trustees to have discretion for projects under \$10,000.
 - Projects costing between \$10,000 and under \$50,000 require 1 written quotation.
 - Projects costing between \$50,000 and under \$100,000 require 3 written quotations.
 - Projects costing \$100,000 or more require public tender (GETS).
2. To ensure an adequate level of accountability, the following conditions apply to the new tendering and disbursement procedures.
 - All documentation is to be retained for audit purposes.
 - Applications of normal procedures in respect of contractual documentation and standards of work.
3. Contracts and work will be done in such a way that complies with the Health and Safety at Work Act 2015. The contract will clearly state that the responsibility for health and safety issues during the period of construction will be the responsibility of the contractor.

CHAIRPERSON _____ DATE _____

PRINCIPAL _____ DATE _____